

ASSESSMENT APPEAL SUBPOENA REQUEST

To be filed with when requesting that a subpoena for records or a subpoena for the presence of an individual be prepared on your behalf. Submit to the Clerk of the Board at the address shown.

Subpoenas are issued pursuant to Revenue and Taxation Code section 1609.4 and Title 18, section 322 of the California Code of Regulations.

REQUESTING PARTY NAME

REQUESTING PARTY ADDRESS

CITY

STATE

ZIP

REQUESTING PARTY TELEPHONE

FAX

E-MAIL

()

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APPEAL APPLICANT

APPEAL APPLICATION NUMBER(S)

HEARING DATE

HEARING TIME

HEARING LOCATION

☒ REQUEST FOR SUBPOENA: (CHECK ONE OR BOTH)

☐ WITNESS ONLY

☐ RECORDS OR DOCUMENTS

☒ WHEN SUBPOENA IS COMPLETED:

☐ CALL FOR PICKUP

☐ EMAIL FOR PICKUP

☐ MAIL SUBPOENA TO ADDRESS ABOVE

For subpoenas for records or documents, the Affidavit in Support of Subpoena, *BOE-305-SA*, must be completed.

Name(s) of individual(s) and addresses for whom the subpoena is intended				
NAME	ADDRESS	CITY	STATE	ZIP CODE

Listing of documents being subpoenaed

- All associated costs (e.g., the cost of service or payment of witness fees) are the sole responsibility of the requesting party.
- Original proof of service may be required prior to the commencement of the assessment appeal hearing.
- Contact the requesting party for subpoena information or questions.
- For further information regarding the issuance of a subpoena, please contact the Clerk of the Board of Supervisors at () _____.

SIGNATURE

DATE

PRINT NAME OF AUTHORIZED SIGNER

TITLE

COMPANY NAME

EMAIL ADDRESS

FILING STATUS

☐ OWNER ☐ AGENT ☐ ATTORNEY ☐ SPOUSE ☐ REGISTERED DOMESTIC PARTNER ☐ CHILD ☐ PARENT ☐ PERSON AFFECTED

☐ CALIFORNIA ATTORNEY, STATE BAR NUMBER: _____ ☐ CORPORATE OFFICER OR DESIGNATED EMPLOYEE

FOR CLERK OF THE BOARD USE ONLY

SUBPOENA FILE NUMBER

CLERK'S INITIALS

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION